FHSU Graduate Council

Meeting Agenda

Wednesday, Sept 22, 2021

Attendance: Ms. Rhonda Weimer, Dr. Kim Chappell, Dr. Jerrie Brooks, Dr. Phillip Olt, Dr. Angela Walters, Dr. Kim Perez, Dr. Karmen Porter, Dr. Eric Gillock, Dr. Brent Goertzen, Dr. Brian Weber, Dr. Janelle Harding, Ms. Misty Koonse, Dr. David Fitzhugh, Dr. Gary Andersen, Dr. Pauline Scott, Dr. Jian Sun, Dr. Thomas Schafer, Dr. Dharma Jairam, Dr. Valerie Yu

Absent: Mr. Brett Bieberle, Dr. Yuxiang Du, Dr. Suzanne Becking, Ms. Linda Ganstrom

Guest: Dr. Whitney Whitaker

Start Time: 3:04pm

Welcome & introductions

Old Business & Updates

1. Carry-over items?

Anything from the floor for carry-over from last year?

*No carry-over business from the floor.*

1. Strategic goals for the Graduate School

Goals and ideas regarding graduate school and current plans

* 1. Engagement/retention ([Goal 2](https://www.fhsu.edu/president/strategic-plan/untapped-potential/goals#goal2): Student Success)
		1. Virtual Lunch & Learn series (simulcast on [Facebook](https://www.facebook.com/FHSUGraduateSchool))

*The Graduate School is attempting to connect online graduate students to FHSU via the Lunch and Learn series. These are the 1st and 3rd Thursday of the month. Two have taken place, FHSU Athletics traditions and how virtual students can be involved was the first one. Last week’s was with the Massage Therapy program covering self-care, e.g. how to sit and stand, how to give self- massages. The next session is Library Resources on October 7 at 12pm CST. This topic is intended as an Orientation for all grad students, but especially our virtual students, to help them acclimate to and feel connected with FHSU.*

* + 1. GTA training sessions

*We offer training sessions for graduate assistants with professional development and goals. We offered a training session on Blackboard and Gradebook help on September 8. The next planned training is on November 3rd. We plan to have a session with OSSP regarding Grant Writing and Grant opportunities. We are currently reviewing if we want to do this in person or online.*

* + 1. Certificate (TILT/GS) for GTA teaching development

*The Graduate School is working with TILT, Ms. Nicole Frank, and Dr. Lorelei Patrick from Biology regarding a teaching training certificate for GTAs to participate in. The current idea is to start in spring and this will last for 3 semesters. This way we will have one cohort ending in spring when a new cohort starts.*

Dr. Rhonda Weimer-Will the training for GTAs be made available for adjuncts?

Dr. Angela Pool-Funai- Priority will be for GTAs, but something we will look at if we are not full for students.

Dr. Angela Walters-There are programs on campus for adjuncts. There are trainings on campus for adjuncts which helps in getting raises for completing training sessions/series.

* 1. Marketing/recruitment ([Goal 3](https://www.fhsu.edu/president/strategic-plan/untapped-potential/goals#goal3): Strategic Growth)
		1. Grad/career fairs

*The Graduate School is trying to participate in more projects around the campus. We had a table at the Back-to-School picnic, fairs at the end of the agenda, and Make Your Mark fair occurring on September 22 that our office is participating in. We are trying to team with admissions at other fairs around the state to pool resources to increase our presence in the state.*

* + 1. E-newsletter (brag points requested)

*Once a semester, we are currently planning to publish a newsletter at the end of October/beginning of November for graduate students and alumni. We are asking for brag points and alum stories from graduate programs. We are working with the Alumni Association on how to engage with our alumni more broadly.*

* 1. External funding ([Goal 4](https://www.fhsu.edu/president/strategic-plan/untapped-potential/goals#goal4): Resources & Infrastructure)
		1. OSSP report

*Ms. Misty Koonse-Fiscal Year 2021 we had 58 submissions totaling $7.6 million, with 37 awards with $3.2 million received. Fiscal Year 2022 is off to a good start with 10 submissions totaling $5.2 million. We have 5 awards for $1.65 million. Looking forward the award numbers look good year with proposals we currently have out.*

*Dr. Whitney Whitaker-The GSE grants to apply for fall and spring are currently open. The fall deadline is October 1. The proposals can be for the year, or the semester, and can cover travel for conferences, or research material. Last year we had 26 proposals for fall 2020 and spring 2021 funding $11,000. Please encourage your students to apply. We currently have 10 applications, and the funding amount has increased, previous was $500, this year is $700. There are two other programs for grants.*

*The Faculty Research Experience (FRE) provided $30,0000 last year to 9 awardees in year 1. We are in year 2, $32,000 to six awardees has been awarded for this year. The* ***tentative*** *plan is to start a new cohort of awardees in fall 2022, pending funding from the Provost’s Office. Previous usage has included the ability to hire GTA/GA or graduate students to do research. Undergraduate Research Experience (URE)-So far this year, we have awarded $36,000 to nine students.*

*Also, OSSP is available to provide presentations for students, faculty, or classes regarding IRB presentations, grant writing, or grant opportunities. OSSP has updated/created a new website at* [*www.fhsu.eu/research*](http://www.fhsu.eu/research) *which covers how to get funding or how to do research.*

* + 1. Graduate School Endowed Scholarship fund - matching gift campaign

*More of a teaser. The Graduate School will be able to provide information in October; however, we are currently meeting with the Foundation to launch a matching gift effort to create an endowed scholarship. Current plans are to participate in “Feed the Tiger” and Giving Day. We currently have no scholarships specifically for graduate students.*

New Business

1. Update & action items: Curriculum Committee
	1. Action items: Courses and Programs for GC approval
		1. Program Approvals
			1. MSE Curriculum Instruction Exceptional and Diverse Learners

*Approved with suggested changes: Dollar amount should be specified for students to ensure the cost would be articulated better to students, recommendation regarding what documents and requirements are needed for admission. Voted to approve 11-0 Concentrations to MSE Curriculum Instruction*

* + - 1. MSE Curriculum Instruction the Effective Teacher

*Approved with suggested changes: Dollar amount should be specified for students to ensure the cost would be articulated better to students, recommendation regarding what documents and requirements are needed for admission Voted to approve 11-0*

*Motioned to approve for both courses Ms. Rhonda Weimer, Seconded Dr. Karmen Porter 19-0 approval*

* + - 1. MS Computer Science

*Approved with concerns to address: The committee encourages the program director to clarify how the program learning outcomes will be evaluated through program assessments beyond exams.*

*Voted to approve 11-0*

*Dr. Kim Chappell-This was brought forward for approval last May, but was tabled pending adjustments. The current submission has addressed these concerns. This still has to go through KBOR approval.*

*Motioned for approval Dr. Bret Goertzen, Seconded Dr. Kim Perez*

*Voted to approve 19-0*

*Syllabi for CSCI courses will be starting to be submitted in the next month for course approvals.*

* + 1. Course Approvals
			1. READ 851 Science of Language & Literacy I

*Approved with comment: The committee encourages the instructor to check the semester offering and schedule of due dates to ensure alignment.*

*Voted to approve 11-0*

* + - 1. READ 852 Science of Language & Literacy II (Edit from agenda. I had listed READ 825, this was supposed to be READ 852.)

*Approved with comment: The committee encourages the instructor to check the semester offering and schedule of due dates to ensure alignment.*

*Voted to approve 11-0*

*Motioned to approve Dr. Phillip Olt, Seconded Dr. Angela Walters*

*Voted to approved both courses 19-0*

* + - 1. NURS 945 Population Health

*Approved with recommendations: Complete instructor information and semester offered; revise grading scale to include two decimal points; indicate how the CLOs align to the modules and the assessments.*

*Voted to approve 10-0-1*

This course is due to an accreditation change from KBOR.

Dr. Phillip Olt question- Is this course replacing a course, or adding this to the program of study?

Dr. Valerie Yu answer- These courses are both. It will serve as a replacement on some program of studies, and can serve as an addition. The second course (NURS 914) is currently a lower level course, but is updated to become a doctorate level course. These are minor program changes.

* + - 1. NURS 914 Healthcare Finance Policy

*Approved with recommendations: Include a textbook, OERs, or sample of readings; complete instructor information and semester offered; revise grading scale to include two decimal points; indicate how the CLOs align to the modules and the assessments.*

*Voted to approve 10-0-1*

*Motioned to approve Dr. Karmen Porter, seconded Dr. Bret Goertzen*

*Voted to approve 18-0-1 Abstain for both Nursing courses.*

* 1. New WD processes for Curriculum requests

*Background Information: The curriculum committee requests making the curriculum maps a requirement for submitting programs of study. The curriculum maps provide important information for faculty to evaluate the logical sequence of coursework and assessment of the PLOs to determine if the program has a strong graduate-level design. The committee is committed to ensuring graduate curriculum meets standards of rigor and best practices for effective graduate education.*

* + 1. Program Approval Documentation Policy update/vote
			1. SharePoint Form
			2. Document Explaining Rationale, Purpose/Background, Course List & Sequence or KBOR form if applicable
			3. Curriculum Map (FHSU map format)

The Curriculum Committee developed the SharePoint form last year to do course approvals. A lot of information was in Lotus Notes, and the new system did not have that information. This form provides context to committee and serves as a checklist for the program author. The checklist reminds authors of the pieces of syllabi information that the committee will look at. This will include the grading scale, which helps in appeals committee to be more specific, looking at Course Learning Outcomes, and if it is an early course or later course in the program of study. This was for courses only, the Curriculum Committee is bringing forward the SharePoint to Program Approvals. When the program is submitted, the SharePoint is shared, and we are requesting the Curriculum Map to discuss and vote on. For Graduate programs. the Curriculum Map provides a lot of context that is not available from other sources. Such as are HLC and KBOR requirements being met?

Dr. Angela Pool-Funai-This is information that should currently be available when creating a new program, and it is to help the committee make an informed decision.

Dr. Kim Chappell-This is not new information being requested, but put in a manner that makes it easier for the Curriculum Committee to review.

Tabled to the October meeting-The Graduate School will speak with Dr. Tim Crowley to see if this can be only a graduate requirement, not a university policy.

1. Update & action item: Appeals Committee
	1. Update from Summer 2021

There was one appeal over summer. We put an Appeals Sub-Committee together to provide a recommendation. The Committee declined the appeal.

* 1. Chair selection

Currently, there is no chair for the Appeals Committee.

Dr. Phillip Olt volunteers for chair. Voted to approve 18-0.

1. Action item: Consider eliminating Admission to Candidacy redundancy

*Background Information: The Admission to Candidacy requirement is an internal policy, not a KBOR-level requirement. Now that we have AEFIS, requiring additional Learner Outcomes is a redundant step, and the overall Admission to Candidacy process is outdated and unnecessary. The Admission to Candidacy is supposed to be filled out after 9 hours, and allowed the Degree Analyst to review that we have received official bachelors transcripts for the student, as well as to remove any conditions for admittance, i.e. leveling courses.*

Ms. Rhonda Weimer- Is this a change due to Workday, or a change to reduce paperwork/workload?

Angela Pool-Funai-Workday does have a role in it, and we should be able to streamline our process and procedures in Workday that will cover what the Admission to Candidacy served before. This should remove some of the workload off of advisors.

Motioned to approve Dr. Phillip Olt, seconded Dr. Kim Chappell.

Voted to approve 18-0.

*Additional Information: After the vote to approve this motion, we have discussed when this should go into effect. Because this is a Graduate Council-level policy, there is not a prescribed waiting time to implement the change. However, to avoid confusion (given that we are currently in the process of finalizing degrees for Fall 2021), the Graduate School will implement the change (removing the Admission to Candidacy) effective Spring 2022. This way, we will not add to existing confusion/frustrations regarding Workday and other changes currently taking place this semester.*

a) See p. 10 in [Operating Paper](https://www.google.com/url?client=internal-element-cse&cx=008320598973509689332:k1zfdte5dc4&q=https://www.fhsu.edu/academic/gradschl/current-students/operating-paper6.docx&sa=U&ved=2ahUKEwifofvayYbzAhV0m2oFHX_FBZsQFnoECAUQAQ&usg=AOvVaw1dZUB8WjRXpgoSVjQj12Ud) to review the existing policy

1. Update: GTA/GA remote work policy updated to align with University policy

*Background Information: This was an update by the VP of Finance and Administration to keep GTAs consistent with university employees regarding remote work. This is a policy that we have been directed to change by the university, and is already being implemented.*

* 1. See p. 13 in [Operating Paper](https://www.google.com/url?client=internal-element-cse&cx=008320598973509689332:k1zfdte5dc4&q=https://www.fhsu.edu/academic/gradschl/current-students/operating-paper6.docx&sa=U&ved=2ahUKEwifofvayYbzAhV0m2oFHX_FBZsQFnoECAUQAQ&usg=AOvVaw1dZUB8WjRXpgoSVjQj12Ud) to review the updated policy
1. Discussion: Accelerated programs

*Background Information: Guidelines for recruitment and admissions. If it is based solely on invitations, how do we structure recruitment guidelines that do not cause issues, or possible discrimination concerns. Also, these accelerated opportunities help to keep highly performing students at Fort Hays State University to continue as a graduate student. How are we marketing to our undergrads about our graduate programs?*

Dr. Angela Pool-Funai-We need to be mindful of our acceptance procedures and policies for acceptance. We can be strategic, but to have more objective standards for review.

Dr. Bret Goertzen-We have led the way for this with the other accelerated programs. Currently, the Graduate School requests a list regarding GPA, hours completed, and department/major. However, the review can be subjective if we feel the student might not be up for the increased workload. We are trying to put more objective standards in the application process and requirements. We have found that accelerated students require more care and guidance since the work load is steeper than at undergraduate level. Current plans are working towards common ground to try and work in more objective ways towards the application.

* 1. Recruitment/admission - How to ensure equity?

Dr. Kim Perez-The History graduate program is growing, and with the structure of the program it requires more advising than the undergraduate program. How does professional advising for graduate programs, and not thesis advisors, work for these programs, or what are the standards for professional advisors for graduate programs?

Answer-This question came up on September 21 for a separate program, and we currently have 2 sentences in our operating paper regarding graduate advisors that are not graduate faculty. The current guidelines are *“Individuals who do not hold graduate faculty status may perform some advising tasks, if their credentials warrant hire in a professional advisor position.  Approval shall be given by the graduate dean in accordance with the nature of the professional appointment.”* We are currently reviewing the possibilities on how to request this, the credentials needed, and how to make it objective so departments know the requirements needed.

Dr. Kim Chappell-Advising is currently a lot of extra work until Workday is up and running at it’s full potential with functions being split in Workday or Lotus Notes.

Dr. Phillip Olt-AEP is having an advisee equity conference since professional advisors have 500 students, some faculty are at 250 students, some are at 0.

Other items for the good of the group?

Coming Up

1. GS-OSSP Open House Sept. 23 from 2-4pm Picken Hall 306, Picken Hall 311
2. Athletics (basketball tickets & recognition opportunities)

*Game Schedule will be going out to graduate faculty on Friday. I will post the games and schedule in Blackboard when the minutes are posted.*

1. Tue, Oct. 5: Online Career & Internship Fair
2. Wed, Oct. 13: Make Your Mark: Exploring Graduate Programs at FHSU Online
3. Wed, Oct. 20: Majors and Graduate Programs Fair

Important Deadlines

**Intent to Graduate/Application for Program (APC) Completion**: TBD; waiting on APC to go live

*As of this afternoon, it is now available for people who have filed an intent before. The intent could not transfer to the new application so those have to be redone by students. Please pass on that information to other faculty and students if asked. The availability for new students to file is TBD.*

**Comprehensive Exams**

Final Date to Sign Up in the Graduate School: 10/04/21

Exam Results Due (written and/or oral): 11/29/21

**Master's Theses/Specialists' Field Studies**

Final Title Due in the Graduate School: 11/08/21

Final Copy Due in the Graduate School: 11/29/21

Oral Examination Report over Theses or Field Studies: 11/29/21

Dr. Kim Chappell-Are Comprehensive Exams going into Workday?

Answer-Currently, we do not have plans to move to Workday. This semester we are transitioning to a SharePoint form for ballots, but there should be no changes seen on the advisor side.

Program of Study-How does an advisor request changes to Program of Study?

Answer- After checking with the Degree Analysts, ideally programs will be amended through the Academic Override in Workday; however, not all requirements are built or accurate at this time in Workday. If that is the case for your program, please send an email to the student’s degree analyst with the changes. We are working on updating Academic Requirements as fast as we can, but it is a time consuming process and having limited time to work on them.

Dr. Kim Perez-Tiger Central Grade Changes are not showing up in Workday.

Dr. Phillip Olt-I spoke to the registrar’s office regarding this, and they have to work a process to show in Workday, and possibly in October or November all those changes will be made for summer.

Dr. Angela Pool-Funai-Fort Hays State University All-In social media campaign for Friday September 24 will be done by the Graduate School. We will cover self-care and one month into the semester on our social media. Please share with your departments to share with their social media as well.

Meeting end 4:13pm